

## **Ethics Code of Values**

The Town Council of Highland along with the City of Crown Point, City of Whiting, Town of Schererville and the Town of Munster adopted a code of ethics and values. The code was first adopted by Crown Point, Highland and Munster November 21, 2005. As communities join the Shared Ethics Entity, each must also adopt this code of Ethics and Values to which the Shared Ethics Advisory Commission assists each community in achieving by guiding training toward this code.

### **Establishment of Ethics Code and Preamble**

There is hereby established an Ethics Code and Values for the municipal corporation.

The proper operation of the **Town of Highland** requires that its representatives be effective, independent, objective and accountable to the people they serve. To ensure these qualities are upheld, the **Town of Highland** has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in our community. All elected and appointed officials, employees, volunteers, and others who participate in the **Town of Highland** are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice these core values in their work. Because we value the public's confidence and trust in our services and its decision-makers, our character and behaviors must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this code.

### **Values of Honesty and Integrity**

(A) All elected and appointed officials, employees, volunteers, and others who participate in the **Town of Highland**, shall work to practice and uphold the following values of honesty and integrity:

- (1) To act with moral courage.
- (2) To make decisions for the public's best interests, even when they may not be popular.
- (3) To not engage in any business that would be – directly or indirectly – inconsistent with the conscientious performance of my public duties.
- (4) To make no private promises of any kind that may unduly influence my public duties.
- (5) To accept the responsibility to:
  - (a) expose corrupt practices and/or behaviors and,
  - (b) where empowered to do so, protect any public employee from retaliation who has exposed corrupt practices and/or behaviors.

### **Values of Respect and Civility**

(A) All elected and appointed officials, employees, volunteers, and others who participate in the **Town of Highland**, shall work to practice and uphold the following values of respect and civility:

- (1) To treat others as I would wish to be treated.
- (2) To accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team and the community at large.
- (3) To act in a professional and responsive manner.
- (4) To work together in a spirit of tolerance and understanding.
- (5) To work to build consensus and will accommodate diverse opinions.
- (6) To communicate effectively by listening carefully, asking questions and responding in a way that adds value to conversations.

### **Values of Accountability and Responsibility**

(A) All elected and appointed officials, employees, volunteers, and others who participate in the **Town of Highland**, shall work to practice and uphold the following values of accountability and responsibility:

- (1) To not participate in any decision where I have a conflict of interest or from which my family, business and professional associates or I may personally benefit.
- (2) To not use my position, public property or public resources for the personal benefit of myself, my family or my business and professional associates.
- (3) To never solicit or accept any favor or benefit for my family, my business and professional associates or myself that might be construed as influencing the performance of my public duties.
- (4) To make full public disclosure of the nature of any conflict of interest prior to any action taken.
- (5) To avoid disclosing or abusing the information that I gain by virtue of my position for the personal benefit of myself, my family or businesses and professional associates.
- (6) To not engage in direct competition with the **Town of Highland** while I am an employee, an appointed official, or an elected official.
- (7) To support the public's right to know the truth and encourage diverse and civil public debate in the decision-making process.

## Values of Fairness and Justice

(A) All elected and appointed officials, employees, volunteers, and others who participate in the **Town of Highland**, shall work to practice and uphold the following values of fairness and justice:

- (1) To promote non-discrimination in my decision-making for **Town of Highland** and will make decisions based upon the merits of the issue at hand.
- (2) To recognize the function of **Town of Highland** is to serve the best interests of the citizens.
- (3) To use my authority to promote the efficient and effective delivery of public services.
- (4) To refrain from proposing services where adequate resources are not available.
- (5) Where inadequate resources adversely affect the best interests of the citizens, to work to remedy the imbalance.